

Title 440 – Conservation Programs Manual

Part 512 – Conservation Program Contracting

Subpart J – Exhibits

512.91 Program Eligibility Certification Request Letter Template

[Date]

[Name and address of applicant]

Dear [applicant name]:

This letter is to advise you that your [individual or business] records at the local Department of Agriculture service center need to be established or updated. Your application for a conservation program contract through the [insert program] requires compliance with the highly erodible land conservation (HELC), wetlands conservation (WC), and adjusted gross income (AGI) provisions of the Food Security Act of 1985, as amended. We must confirm that you are complying with these requirements before your [insert program] application can be considered for funding.

Our review indicates that one or more of the following conditions exists relative to your certifications:

- ☐ You have not filed or updated Form AD-1026, "HELC/WC Certification," for the current year with the Farm Service Agency (FSA).
- ☐ You have not filed Form CCC-901, "Member's Information," with the Natural Resources Conservation Service to document information about each member of your legal entity. This form also allows you to indicate signature authority so that you may perform business functions for the legal entity you represent.
- ☐ Current service center records show you as ineligible to participate in USDA programs based on previously filed certifications.

You must file or update the required certifications at the local USDA service center within 30 days of receipt of this letter for NRCS to consider your application during the current ranking period. Failure to complete this action within 30 days will result in your application being determined as ineligible. This is simply a reminder for you to file or update your eligibility records. Because this letter is not considered an adverse decision, no appeal rights have been

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provided. However, if we issue a determination that constitutes an adverse decision under Department of Agriculture appeal procedures, you will be provided appeal rights.

If you have any questions or concerns, please contact this office at [insert phone and address].

Sincerely,

[Enter DC name]
District Conservationist

cc:
CED, FSA